

Peacekeeping and Political Operations Retention Schedule (PORS) v. 2 - January 2009

Records with a total retention of less than 3 years should be retained in offices and may not be sent to mission records storage

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
BUD	Budget			Records covering all aspects of a field mission budget process.		
PKO.BUD001	Budget: Policy, procedure, best practice	S; T	D	Records include: non-record copies of UNHQ budget policies and procedures. T = mission closure.		UNHQ DM/OPPBA/PFD or PPBD
PKO.BUD002	Budget: Reporting to UNHQ	C + 3; T	D	Records include: non-record copies of performance reports, quarterly progress reports, troop strength reports. T = mission closure.		UNHQ DM/OPPBA/PFD or PPBD
PKO.BUD003	Budget: Mission budgets	C + 5; T	D	Records include: non-record copies of general budget records relating to peacekeeping or political mission, including instructions, results-based budgets, allotment advices, redeployment requests, commitment authorities. File closure: General Assembly review of performance report. T = mission closure.		UNHQ DM/OPPBA/PFD or PPBD
CIV	Civil Affairs			Records relating to the work at the social, administrative and sub-national political levels to facilitate a countrywide implementation of peacekeeping mandates and to support the population and government in strengthening conditions and structures conducive to sustainable peace.		
PKO.CIV001	Civil Affairs: Policy, procedure, best practice	P	A	Records include: locally-produced policy, procedure, best practice documents relating to any civil affairs activity. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Civil Affairs Component
PKO.CIV002	Civil Affairs: Reporting to UNHQ	P	A	Records include: reports relating to civil affairs activities.		Mission Civil Affairs Component or Office of the HoM
PKO.CIV003	Civil Affairs: Local level monitoring, representation, facilitation	P	A	Records include: records relating to liaison and representation, information gathering and monitoring, conflict analysis, early-warning indicators, analysis of overall mission impact, supporting coordination and cohesion amongst mission actors, coordination with/of local and regional level external partners.		Mission Civil Affairs Component
PKO.CIV004	Confidence building, conflict resolution, reconciliation	P	A	Records include: substantive records relating to the promotion of good relations between the mission and the population; substantive records relating to the organization of town hall meetings and public briefings; narrative information regarding QIPs; records relating to the support to civil society efforts to promote a culture of peace, support to dialogue between groups in conflict, promotion of the interests of members of excluded groups, addressing specific conflict drivers. For administrative (e.g. finance) records generated in support of substantive projects, see the relevant functional area (e.g. PKO.FIN) for retention guidance.		Mission Civil Affairs Component
PKO.CIV005	Civil Affairs: Extension of state authority	P	A	Records include: records relating to civic education activities, pre-election political fora, support to structured dialogue between authorities and relevant interest groups, support to the development of structures for accountability and transparency; records relating to logistics and administrative support, support to resource mobilisation efforts, support to policy, planning and decision-making processes, implementation of capacity-building programmes, preliminary assessment of capacity-building and support needs, support to state institutions at the central level.		Mission Civil Affairs Component

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
DDR	Disarmament, Demobilization, Reintegration			Records relating to the administration and coordination of the disarmament, demobilization and societal reintegration of former combatants, including rehabilitation and repatriation.		
PKO.DDR001	DDR: Policy, procedure, best practice	P	A	Records include: locally-produced policy decisions of the national DDR commissions, including eligibility criteria; weapons acceptance policy; policy towards combatants, groups associated with armed groups, and dependents. For peace agreements, see PKO.LEG003. Special transfer: Latest versions of active records must be transferred to 1.) DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database, and to 2.) UNHQ DPKO/ORoLSI/DDRS for inclusion on www.unddr.org (if applicable)		Mission DDR Component
PKO.DDR002	DDR: Reporting to UNHQ	P	A	Records include: reports relating to DDR activities.		Mission DDR Component or Office of the HoM
PKO.DDR003	DDR: Assessment, survey and analysis	P	A	Records include: locally-produced, detailed field assessments including, inter alia, small arms baseline surveys, verifications of the armed groups and weapons, and socio-economic surveys.		Mission DDR Component
PKO.DDR004	DDR: Planning, strategy	C + 10	D	Records include: locally-produced DDR programme documents, operational plans, resource mobilization strategy (assessed and voluntary). See also, PKO.HRT014.		Mission DDR Component
PKO.DDR005	DDR: Implementation: disarmament	C + 3; T	D	Records include: day-to-day records relating to weapons control and destruction. T = mission closure.		Mission DDR Component
PKO.DDR006	DDR: Implementation: demobilization	C + 3; T	D	Records include: day-to-day records relating to demobilization, reinsertion. T = mission closure.		Mission DDR Component
PKO.DDR007	DDR: Implementation: reintegration	C + 3; T	D	Records include: day-to-day records relating to repatriation, rehabilitation and resettlement. T = mission closure.		Mission DDR Component
PKO.DDR008	DDR: Coordination, partnership	P	A	Records include: locally-produced records relating to the roles and responsibilities of implementing partners (UN and non-UN). For letters of agreement and memoranda of understanding for the establishment of integrated DDR units, see PKO.LEG003.		Mission DDR Component
PKO.DDR009	DDR: Monitoring, evaluation	C + 10	D	Records include: locally-produced records relating to monitoring and evaluation of DDR programmes.		Mission DDR Component
PKO.DDR010	DDR: Capacity building	P	A	Records include: records relating to capacity building initiatives.		Mission DDR Component and UNHQ DPKO/ORoLSI/DDRS
ELE	Elections			Records relating to the administration and coordination of electoral management or electoral assistance activities.		

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.ELE001	Elections: Policy, procedure, best practice	S; T	D	<p>Records include: non-record copies of policy and procedure relating to:</p> <ul style="list-style-type: none"> • Legislative framework • Electoral management • Boundary delimitation • Voter education • Voter registration • Voting operations • Parties and candidates • Vote counting • Media and elections • Election integrity (observation) <p>Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.</p> <p>T = mission closure.</p>		UNHQ DPA/EAD
PKO.ELE002	Elections: Reporting to UNHQ	C + 3; T	D	<p>Records include: non-record copies of technical assistance reports, weekly reports, end of mission reports.</p> <p>T = mission closure.</p>		UNHQ DPA/EAD
PKO.ELE003	Elections: Planning, strategy	C + 3; T	D	<p>Records include: non-record copies of electoral assessment reports, government's official requests for electoral assistance.</p> <p>T = mission closure.</p>		UNHQ DPA/EAD
PKO.ELE004	Elections: Capacity building	C + 3; T	D	<p>Records include: non-record copies of capacity building in the conduct of elections.</p> <p>T = mission closure.</p>		UNHQ DPA/EAD
PKO.ELE005	Elections: UN as electoral management body: registering voters	P	A	<p>Records include: electoral register.</p> <p>Special transfer: In the rare event that the mission's Electoral Assistance Component is in possession of the electoral register and related records, all efforts should be made to transfer the records back to the local government prior to mission liquidation. Do not transfer any reproductions of the register or related records to UNHQ.</p> <p>See also, PKO.ELE010.</p> <p>For voter education programmes, see PKO.EXT003.</p>		These records are the property of the local government, not the United Nations
PKO.ELE006	Elections: UN as electoral management body: nominations and campaigning	C + 3; T	D	<p>Records include: non-record copies of records related to UN's involvement in nominations, political parties, campaigns and campaign financing; codes of conduct; campaign stickers and posters.</p> <p>See also, PKO.ELE011.</p> <p>T = mission closure.</p>		UNHQ DPA/EAD

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PKO.ELE007	Elections: UN as electoral management body: balloting	T + 1	D	Records include: ballot papers. T = acceptance of election results. Caveat: prior to destroying the records, confirm with the mission's legal adviser that the destruction of ballot papers complies with local law. See also, PKO.ELE012.		These records are the property of the local government, not the United Nations
PKO.ELE008	Elections: UN as electoral management body: returns management	P	A	Records include: consolidated returns. Special transfer: In the rare event that the mission's Electoral Assistance Component is in possession of the consolidated returns and related records, all efforts should be made to transfer the records back to the local government prior to mission liquidation. Do not transfer any reproductions of the returns or related records to UNHQ. See also, PKO.ELE012.		These records are the property of the local government, not the United Nations
PKO.ELE009	Elections: UN assisting in electoral process: expanding the legal framework for elections	C + 3; T	D	Records include: non-record copies of laws and drafts of laws. Retention justification: Drafts of laws have no lasting historical value and final versions are publicly available elsewhere. See also, PKO.ELE004. T = mission closure.		UNHQ DPA/EAD
PKO.ELE010	Elections: UN assisting in electoral process: registering voters	S; T	D	Records include: non-record copies of correspondence with local government. See also, PKO.ELE005. For voter education programmes, see PKO.EXT003. T = mission closure.		UNHQ DPA/EAD
PKO.ELE011	Elections: UN assisting in electoral process: nominations and campaigning	C + 3; T	D	Records include: non-record copies of code cables regarding eligibility of candidates, correspondence with local government. See also, PKO.ELE006. T = mission closure.		UNHQ DPA/EAD
PKO.ELE012	Elections: UN assisting in electoral process: returns management	C + 3; T	D	Records include: non-record copies of correspondence relating to disputed election results. See also, PKO.ELE007, PKO.ELE008. T = mission closure.		UNHQ DPA/EAD
FEN	Facilities and Engineering			Records that deal with facilities planning, building management and infrastructure requirements of peacekeeping missions, including facilities/structures for military components; the provision of facilities and engineering services to local governments, including the construction and maintenance of prison facilities.		

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PKO.FEN001	Facilities and Engineering: Policy, procedure, best practice	P	A	Records include: locally-produced policy and procedure relating to facilities and engineering activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Integrated Support Services
PKO.FEN002	Facilities and Engineering: Reporting to UNHQ	P	A	Records include: reports relating to facilities and engineering activities, including carriers performance reports and LoA performance reports. T = mission closure.		Mission Integrated Support Services or Office of the DMS/CMS
PKO.FEN003	Facilities and Engineering: Engineering projects management	T + 3	D	Records include: road, bridge and landscape design and construction records. T = settlement of financials.		Mission Engineering Section
PKO.FEN004	Facilities and Engineering: Engineering service provision	T + 3	D	Records include: requests for engineering services in support of operations; records relating to the provision of HVAC, power supply, and other utilities services. T = settlement of financials.		Mission Engineering Section
PKO.FEN005	Facilities and Engineering: Facilities development and management	T + 3	D	Records include: records relating to the activities involved in undertaking construction, renovation, and refurbishment of premises; records relating to the development of new mission sites; records relating to construction scheduling, working accommodations, residential accommodations, implementation of projects, equipment specifications; records relating to space planning, internal moves, security systems operations; records relating to the management of PX/commissaries, warehouses, power plants, parking facilities. T = settlement of financials. For housing agreements with host government, see PKO.LEG003.		Mission Engineering Section (general); Office of the DMS/CMS (PX/commissary records)
PKO.FEN006	Facilities and Engineering: Facilities maintenance	T + 3	D	Records include: records relating to premises inspections, cleaning services, extermination and pest control, waste management. T = settlement of financials.		Mission Engineering Section
PKO.FEN007	Facilities and Engineering: Facilities service provision	C + 2; T	D	Records include: requests by staff for routine facilities matters, such as creation of signage, affixing of wall hangings, etc. T = closure of mission.		Mission Engineering Section
FIN	Finance			Records that deal with the support and management of field mission financial matters. • Legal agreements (Letters of Assist, SOFAs, SOMAs): See LEG • Memoranda of Understanding: See LEG • Commercial contracts: See PRO		
PKO.FIN001	Finance: Policy, procedure, best practice	P	A	Records include: locally-produced policies and procedures. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Finance Section

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PKO.FIN002	Finance: Reporting to UNHQ	C + 5	D	Records include: non-record copies of signed monthly trial balances with allotment reports and analysis.		UNHQ DM/OPPBA/Accounts Division
PKO.FIN003	Finance: Claims review: staff and UN-affiliated individuals	T + 6	D	Records include: non-record copies of major claims case files submitted to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); minor claims case files not submitted to UNHQ for review. T = settlement of case. The Mission Claims Unit is responsible for the mission's non-record copies of major claims. UN-affiliated individuals include, but are not limited to: UNVs, military experts on mission and UN police. For death & disability claims, see PKO.FIN008.	V	UNHQ DFS/FBFD (major claims); Mission Claims Unit (minor claims)
PKO.FIN004	Finance: Claims review: 3rd party cases related to formed police units or military contingents	T + 6	D	Records include: non-record copies of major claims case files submitted to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); record copies of minor claims case files not submitted to UNHQ for review. T = settlement of case. The Mission Claims Unit is responsible for the mission's non-record copies of major claims. For death & disability claims, see PKO.FIN008.	V	UNHQ DFS/FBFD (major claims); Mission Claims Unit (minor claims)
PKO.FIN005	Finance: Claims review: 3rd party cases other than those related to formed police units or military contingents	T + 6	D	Records include: non-record copies of major claims case files submitted to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); record copies of minor claims case files not submitted to UNHQ for review. T = settlement of case. The Mission Claims Unit is responsible for the mission's non-record copies of major claims. For death & disability claims, see PKO.FIN008.	V	UNHQ DFS/FBFD (major claims); Mission Claims Unit (minor claims)
PKO.FIN006	Finance: Claims review: contingent-owned equipment (COE)	T + 6	D	Records include: non-record copies of claims case files (including verification report, review by appropriate DPKO expert service, etc.). T = submission of case to UNHQ. The Mission Claims Unit is responsible for the mission's non-record copies.	V	UNHQ DFS/FBFD/MCMS
PKO.FIN007	Finance: Claims review: letters of assist (LOA)	T + 6	D	Records include: non-record copies of claims case files (including claim & invoice from permanent mission, review by appropriate DPKO expert service, confirmation/verification from Field Mission, etc.). T = submission of case to UNHQ. The Mission Claims Unit is responsible for the mission's non-record copies. For letters of assist, see PKO.LEG003.	V	UNHQ DFS/FBFD/MCMS

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PKO.FIN008	Finance: Claims review: death and disability	T + 6	D	Records include: non-record copies of claims case files (claim and invoice from permanent mission, medical review from UNHQ DM/OHRM/MSD, confirmation NOTICAS from field, etc.). T = submission of case to UNHQ. The Mission Claims Unit is responsible for the mission's non-record copies.	V	UNHQ DFS/FBFD/MCMS
PKO.FIN009	Finance: Reporting to UNHQ: working files	T + 1	D	Records include: daily runs. T = finalization of financial report. See also, PKO.FIN002.		Mission Finance Section
PKO.FIN010	Finance: Disbursement: disbursement vouchers (DVs)	C + 5	D	Records include: disbursement vouchers (DVs) and supporting records such as invoices, travel authorizations (PT8s), receiving and inspection reports, and miscellaneous obligation documents (MODs). File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN011	Finance: Disbursement: termination vouchers	C + 5	D	Records include: termination vouchers and supporting records. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN012	Finance: Disbursement: payroll vouchers	C + 5	D	Records include: payroll vouchers and supporting records such as duty status summaries for local staff and salary advances subsidiary ledgers. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN013	Finance: Disbursement: check registers	C + 5	D	Records include: check registers. File closure: Close annually 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN014	Finance: Inter-office billing	C + 5	D	Records include: records relating to inter-office billing and inter-office billing reconciliation, such as rejection letters and requests for additional information. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN015	Finance: Journal vouchers (JVs)	C + 5	D	Records include: journal vouchers and supporting records such as imprest replenishments and copies of remittance transmittal notices. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN016	Finance: Inter-office vouchers (IOVs)	C + 5	D	Records include: inter-office vouchers and supporting records such as imprest replenishments and copies of remittance transmittal notices; records relating to inter-office voucher reconciliation. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN017	Finance: Cash receipt vouchers	C + 5	D	Records include: cash-receipt vouchers. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN018	Finance: Cancellation of financial actions	C + 10	D	Records include: cancellation vouchers with supporting documentation such as cancelled/voided checks. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN019	Finance: Bank reconciliation	C + 5	D	Records include: bank reconciliations, bank debit/credit advices, bank statements, cleared checks. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section

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PKO.FIN020	Finance: General ledger	P	A	Records include: general ledger in field accounting system (Sun Accounts), including daily postings and trial balance File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Special transfer: Transfer a copy of the Sun System database to UNHQ DFS/FBFD via UNLB every month and at mission closure.		Mission Finance Section and UNHQ DFS/FBFD
PKO.FIN021	Finance: Accounts payable: supporting documentation	C + 5	D	Records include: invoices and credit notes; records used to justify payment of salary and monthly subsistence allowance (MSA). File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN022	Finance: Accounts receivable: settled cases	C + 5	D	Records include: supporting documentation for settled cases, such as invoices, credit notes, debit advices, notification letters to staff members, and statements of monthly accounts for special agencies. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN023	Finance: Accounts receivable: non-settled cases	C + 10	D	Records include: supporting documentation for non-settled cases, such as invoices, credit notes, debit advices, notification letters to staff members, and statements of monthly accounts for special agencies. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN024	Finance: Write-off submission	C + 5	D	Records include: records substantiating published financial statements. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKO.FIN025	Finance: Trust fund establishment	T + 10	D	Records include: background documentation relating to the establishment of a field mission trust fund; authority and purpose for establishing the fund; establishment of bank accounts; designation of certifying officers. T = closure of trust fund. For daily management of trust fund, apply retention period appropriate to the record type.		Mission Finance Section/Trust Fund Unit
GOV	Governance			Records relating to the capacity building and economic development of a field mission's host government(s).		
PKO.GOV001	Governance: Policy, procedure, best practice	P	A	Records include: DPKO-produced policy and procedure relating to governance activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the HoM
PKO.GOV002	Governance: Reporting to UNHQ	P	A	Records include: reports relating to governance activities.		Office of the HoM
PKO.GOV003	Governance: Governance capacity building: general	P	A	Records include: records relating to capacity building for political structures, executive management, and local governments.		Office of the HoM
PKO.GOV004	Governance: Governance capacity building: economic	C + 10	A	Records include: records relating to capacity building for the economic sector. Retention justification: Economic development is not a primary UN Secretariat activity.		Office of the HoM

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HRM	Human Resources			<p>Records relating to personnel matters for civilian staff and individually seconded military and police officers and observers serving in field missions; official status and working personnel files for appointed, assigned and seconded individuals in field missions; training records.</p> <ul style="list-style-type: none"> • Training programmes for local populations: See "Capacity Building" under the relevant functional category • Education programmes and campaigns targeting local populations: See CIV and PUC • Memoranda of understanding for staffing: See LEG • OIOS investigation of staff disciplinary matters: See OVE 		
PKO.HRM001	Human Resources: Policy, procedure, best practice	P	A	<p>Records include: locally-produced policy and procedure relating to Human Resources Management activities.</p> <p>Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.</p>		Mission Personnel Section
PKO.HRM002	Human Resources: Reporting to UNHQ	P	A	<p>Records include: quarterly reports, ad hoc reports, responses to DPKO code cables on any activity under the HRM function; reports on HIV/AIDS research.</p> <p>Filing practice: NOTICAS must be filed in personnel medical file and in BOI case file and thereby adopt the retention value of these files.</p>		Office of the DMS/CMS or business unit at operational level
PKO.HRM003	Human Resources: Recruitment: attracting candidates	T + 3	D	<p>Records include: non-record copies of mission-specific vacancy announcements, PM's justification for creating a mission-specific VA, generic vacancy announcements, evaluation criteria.</p> <p>T = VA is superceded or mission closure.</p>		UNHQ DFS/FPD; DPKO/OMA; DPKO/ORoLSI/PD
PKO.HRM004	Human Resources: Recruitment: preliminary interviewing and screening	T	D	<p>Records include: records relating to the vetting of local candidates only, including evaluation sheets based on preliminary interviews, initial screening records, academic and professional references.</p> <p>T = closure of mission.</p> <p>Filing practice: open one file per candidate; records relating to a successful candidate are moved to his/her personnel file at time of on-boarding.</p>		Mission Personnel Section
PKO.HRM005	Human Resources: Appointment and assignment: staff selection	T + 3	D	<p>Records include: short-listing records; competency-based interviewing records such as comparative evaluation report, interview report annotated list of candidates.</p> <p>T = position filled.</p> <p>Special transfer: key technical clearance records for international personnel (interview report, competency evaluation worksheet and selection fax) must be uploaded into the Nucleus system.</p> <p>Filing practice: records relating to a successful candidate are transferred to his/her personnel file.</p>		Mission Personnel Section

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PKO.HRM006	Human Resources: Appointment and assignment: local staff management	T + 30	D	Records include: personnel file (equivalent to Official Status File) containing records relating to staff member's accidents, benefits and entitlements, career development, recruitment, awards, notices and condolences, promotion, contract extensions, separation, performance appraisals, etc. T = staff separation from the mission or mission closure.	V	Mission Personnel Section
PKO.HRM007	Human Resources: Appointment and assignment: international staff management	T	D	Records include: personnel working file containing non-record copies of records relating to staff member's accidents, benefits and entitlements, career development, recruitment, awards, notices and condolences, promotion, contract extensions, separation, performance appraisals, etc. T = staff separation from the mission or at mission closure. Special transfer: original records must regularly be transferred to DFS/FPD via diplomatic pouch. Caveat: prior to file destruction confirm that all necessary records have been received by DFS/FPD.	V	UNHQ DFS/FPD
PKO.HRM008	Human Resources: Appointment and assignment: military experts management	T + 2	D	Records include: personnel files of UN Military Observers, military liaison officers, and military advisers. Files contain correspondence and various personnel actions relating to service with the mission. T = military expert's separation from the mission or at mission closure. For military appointees holding UN contracts, see PKO.HRM007.	V	Mission Office of the Chief Military Personnel Officer
PKO.HRM009	Human Resources: Appointment and assignment: police management	T + 2	D	Records include: personnel files of UN police holding CTO and AL records; personnel documents such as: copy of national Passport, driver license, early or medical repatriation; check-in forms, including beneficiary forms, MSA distribution form, weapon file, UN Police Self Assessment Questionnaire, contact information, inventory of personal effects). T = police personnel's separation from the mission or at mission closure. For police officers holding UN contracts, see PKO.HRM007.	V	Mission Personnel Section/UNPOL Unit
PKO.HRM010	Human Resources: Attendance and leave administration	C + 5	D	Records include: monthly attendance reports, attendance record cards, leave cards, leave passes (military personnel).		Mission Personnel Section or Office of the Chief Military Personnel Officer
PKO.HRM011	Human Resources: Career development	T + 3	D	Records include: records relating to field staff's career development, including participation in external studies programmes and staff exchange programmes; records relating to succession planning. Filing practice: maintain one file for each staff member. T = staff member's separation from mission or mission closure. Special transfer: Where a career development focal point (as opposed to is maintaining the files, all files are considered non official and may be destroyed at mission closure.		Mission Career Development Officer

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.HRM012	Human Resources: Administration of justice	T	D	Records include: non-record copies of Mission Joint Disciplinary Committee reports and related records. T = staff member's separation from mission or closure of mission. For investigation case files, see PKO.OVE.		UNHQ DM/OHRM and DFS/FPD
PKO.HRM013	Human Resources: Gender affairs: addressing gender-based violence	P	A	Records include: records relating to the prevention of gender-based violence, including rape and other forms of sexual abuse. For records relating to gender-based violence in the host country, see PKO.HRT005. For training materials, see PKO.HRM Training.		Mission Office of the Gender Adviser
PKO.HRM014	Human Resources: Gender affairs: mainstreaming: implementation	C + 3; T	D	Records include: records relating to the implementation of gender mainstreaming in peacekeeping missions, i.e., records relating to the expansion of women's roles in, inter alia, policing, the military, elections, judicial/corrections/legal affairs, and peace negotiations. T = mission closure.		Mission offices affected by the policies of the Mission Office of the Gender Adviser
PKO.HRM015	Human Resources: Gender affairs: mainstreaming: promotion	P	A	Records include: monthly reports, weekly reports, and other records relating to the promotion of gender mainstreaming in peacekeeping missions, i.e., records relating to the expansion of women's roles in, inter alia, policing, the military, elections, judicial/corrections/legal affairs, and peace negotiations. For records relating to gender mainstreaming in technical assistance to host country, see PKO.HRT004. For training materials, see PKO.HRM Training.		Mission Office of the Gender Adviser
PKO.HRM016	Human Resources: Gender affairs: sex balance	C + 3; T	D	Records include: non-record copies of statistics and related records on sex balance in the mission. T = mission closure.		UNHQ DFS/FPD
PKO.HRM017	Human Resources: Health, welfare: awareness assessment and counselling	C + 3; T	D	Records include: confidential voluntary counselling and testing (VCT) personnel case files; locally-conducted, completed KAP surveys; general counseling files. T = closure of mission.		Mission Office of HIV/AIDS Officer/Adviser; Staff Counselor's Office or Equivalent
PKO.HRM018	Human Resources: Health, welfare: medical examination and treatment: staff with significant medical history	P	A	Records include: staff medical files (MS.6, Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card; medical evacuation request and authorization; medical evacuation report; casualty report or incident report; autopsy report if available; death certificate). File closure: Close medical file upon staff separation from the United Nations. Special transfer: Immediately transfer all closed files of international staff to UNHQ DM/HRM/MSD or Parent Office. Upon mission closure, transfer open files to UNHQ DM/HRM/MSD or Parent Office; transfer open medical files of Field Service Staff to UNHQ DM/HRM/MSD regardless of subsequent duty station.		Mission Medical Section

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.HRM019	Human Resources: Health, welfare: medical examination and treatment: international staff with no significant medical history	T + 30	D	Records include: staff medical file (MS.6 Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card). T = staff separation from the United Nations. Special transfer: Immediately transfer all closed files of international staff to UNHQ DM/HRM/MSD or Parent Office. Upon mission closure, transfer open files to UNHQ DM/HRM/MSD or Parent Office; transfer open medical files of Field Service Staff to UNHQ DM/HRM/MSD regardless of subsequent duty station.		Mission Medical Section
PKO.HRM020	Human Resources: Health, welfare: medical examination and treatment: other staff with no significant medical history	T + 30	D	Records include: staff medical files (MS.6 Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card). T = staff separation from the United Nations.		Mission Medical Section
PKO.HRM021	Human Resources: Health, welfare: medical examination and treatment: military contingents and FPU's	T + 15	D	Records include: medical files for general treatment of military contingents and formed police units. T = military contingent's or formed police unit's end of tour of duty. Note: Medical clearance of military contingents and formed police units is performed by the contributing Member State; these medical clearance records are not maintained by UNHQ DM/HRM/MSD nor by the Mission Medical Section.		Mission Medical Section
PKO.HRM022	Human Resources: Health, welfare: medical statistics gathering	T	D	Records include: non-record copies of medical statistics; statistics relating to number of personnel receiving HIV/AIDS counselling and testing; statistics based on HIV/AIDS KAP surveys; statistics on condom distribution. T = closure of mission. Special transfer: regularly transfer data to UNHQ DM/OHRM/MSD or DPKO/DPET/PBPS/Office of the HIV/AIDS Policy Adviser.		UNHQ DM/OHRM/MSD or DPKO Office of the HIV/AIDS Policy Adviser
PKO.HRM023	Human Resources: Health, welfare: medical team regional visits	P	A	Records include: reports generated by field mission medical services relating to regional medical facilities. Copies of records created by UNHQ medical teams should be destroyed upon mission closure. Special transfer: Transfer to UNHQ DM/HRM/MSD.		Mission Medical Section
PKO.HRM024	Human Resources: HIV/AIDS: mainstreaming	T + 10	D	Records include: records relating to the integration of HIV/AIDS awareness into field mission components. T = mission closure. For HIV/AIDS counselling and testing, see PKO.HRM017. For training materials, see PKO.HRM Training.		Mission Office of HIV/AIDS Officer/Adviser

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.HRM025	Human Resources: Examination administration	C + 3; T	D	Records include: records relating to the administration of the UN language proficiency examination (LPE) at field missions. T = mission closure. Filing practice: records documenting a staff member's passing of an examination should be placed in the individual's personnel working file.		Mission Personnel Section
PKO.HRM026	Human Resources: Staffing table management	C + 3; T	D	Records include: non-record copies of staffing table authorizations, mission templates, organizational structures, staffing table statistics, post management. T = mission closure. Disposition justification: Information is either maintained in databases (e.g. Nucleus, IMIS) or generated from databases (e.g. FPMS). For memoranda of understanding with UN organizations and other agencies, see PKO.LEG003.		UNHQ DFS/FPD
PKO.HRM027	Human Resources: Training: course administration	C + 5; T	D	Records include: training course application forms, training placement tests, participant selection forms. T = mission closure. Refer to PKO.PRO for requisition of supplies and services; refer to PKO.HRM032 for travel records.		Integrated Mission Training Cell or Equivalent
PKO.HRM028	Human Resources: Training: course evaluation and assessment	C + 5; T	D	Records include: training course evaluation forms, training examinations and tests, training examination reports, results sheets. T = mission closure.		Integrated Mission Training Cell or Equivalent
PKO.HRM029	Human Resources: Training: delivery	P	A	Records include: locally-produced or amended training course books and related subject materials, training course packages and modules, training course outlines. Training topics include: skills enhancement, team building, cultural and diversity awareness, prevention of sexual exploitation, and gender mainstreaming. Special transfer: Transfer only latest versions of materials.		Integrated Mission Training Cell or Equivalent
PKO.HRM030	Human Resources: Training: needs assessment	C + 5	D	Records include: needs assessment surveys, needs assessment reports.		Integrated Mission Training Cell or Equivalent
PKO.HRM031	Human Resources: Training: statistics gathering	C + 5; T	D	Records include: training participants' statistics, attendance lists for training programmes. T = mission closure.		Integrated Mission Training Cell or Equivalent

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.HRM032	Human Resources: Travel administration	T + 1	D	Records include: records relating to commercial travel of all individuals, including: travel authorizations (form PT.8) with attached documentation such as itineraries and ticketing information; applications for issuance or renewal of laissez-passer; applications for G-4 and other visas. T = travel completed. Retention justification for non-civilian staff: field mission provides ticket to individual; no claim to be filed.		Mission Travel Section
HRT	Human Rights			Records relating to the administration and coordination of human rights activities.		
PKO.HRT001	Human Rights: Policy, procedure, best practice	P	A	Records include: locally-produced policy and procedure relating to Human Rights activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Human Rights Component
PKO.HRT002	Human Rights: Reporting to UNHQ	P	A	Records include: quarterly reports, ad hoc reports, and responses to DPKO code cables.		Mission Human Rights Component or Office of the HoM
PKO.HRT003	Human Rights: Coordination, partnership	C + 3	D	Records include: records relating to collaboration with UN and international development and emergency relief organizations on human rights issues, where the mission plays a supporting role only.		Mission Human Rights Component
PKO.HRT004	Human Rights: Gender affairs: mainstreaming	P	A	Records include: correspondence and other records relating to the mainstreaming of women in the technical assistance to the host country. Activities include: drawing on national commitments to women's rights and gender equality; ensuring that the technical assistance team includes experts with explicit gender analysis experience; ensuring that the views of women as well as men are included in the consultation process; provision of training and capacity building to national partners; inter-agency coordination (including reports on inter-agency task forces, coordination meetings, and hand-over material as part of the exit strategy); and consulting with local experts on gender equality. For records relating to intra-organization gender mainstreaming, see PKO.HRM.		Mission Office of Gender Affairs
PKO.HRT005	Human Rights: Promoting and protecting women's rights	P	A	Records include: records relating to the promotion and protection women's civil, cultural, economic, political and social rights; records relating to the prevention of rape and other forms of sexual abuse. For records relating to intra-organization gender-based violence, see PKO.HRM013. See also PKO.HRT009.		Mission Office of Gender Affairs
PKO.HRT006	Human Rights: Promoting and protecting rights	P	A	Records include: records relating to the promotion and protection of civil, cultural, economic, political and social rights. For records specifically relating to women's rights, see PKO.HRT004.		Mission Human Rights Component
PKO.HRT007	Human Rights: Monitoring, reporting: correctional facilities	C + 3	D	See PKO.HRT012 for records relating to assisting in the preparation and adoption of human rights policies for prison officials and the implementation of relevant human rights instruments.		Mission Human Rights Component

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.HRT008	Human Rights: Monitoring, reporting: human trafficking detection and identification	P	A	Records include: memoranda to DMS/HoM identifying establishments in which human trafficking occurs; list of establishments not to be frequented by UN staff. For records relating to sensitization programmes for UN staff, see Training under PKO.HRM.		Mission Human Rights Component
PKO.HRT009	Human Rights: Monitoring, reporting: human rights violations	P	A			Mission Human Rights Component
PKO.HRT010	Human Rights: Investigation and verification	P	A	Records include: records relating to the investigation and verification of past human rights violations; human rights case files containing testimony and supporting documents.		Mission Human Rights Component
PKO.HRT011	Human Rights: Judicial and truth & reconciliation processes	P	A	Records include: records relating to relevant judicial and truth and reconciliation processes to foster a culture of accountability and address impunity.		Mission Human Rights Component
PKO.HRT012	Human Rights: Capacity building: institutional	P	A	Records include: records relating to capacity building initiatives with local governmental agencies and non-governmental organizations (NGOs).		Mission Human Rights Component
PKO.HRT013	Human Rights: Capacity building: individuals	C + 10	D	Records include: records relating to the design and conduct of human rights training programmes for local and national institutions, e.g. military and police forces.		Mission Human Rights Component
PKO.HRT014	Human Rights: DDR- related programming	C + 10	D	Records include: records relating to the identification and integration of a human rights perspective into DDR programmes. See also, PKO.DDR.		Mission Human Rights Component
HUM	Humanitarian Affairs			Records relating to the administration and coordination of humanitarian activities, including the provision of assistance to victims of war and natural disasters.		
PKO.HUM001	Humanitarian Affairs: Policy, procedure, best practice	P	A	Records include: field mission-authored policies and procedures with supporting documentation and best practice records relating to all aspects of humanitarian affairs; records may be specific to a peacekeeping mission or more general in nature. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Human Rights Component or Office of the HoM
PKO.HUM002	Humanitarian Affairs: Reporting to UNHQ	P	A	Records include: reports relating to humanitarian activities.		Office of the Resident Coordinator or OCHA Field Office
PKO.HUM003	Humanitarian Affairs: Planning, strategy	P	A	Records include: locally-produced emergency response records, entry strategy, response programme, and transition/exit strategy; locally-produced records relating to methodology, early warning indicators, early warning systems, early action, committees & teams, contingency planning, non-mission disaster prevention & preparedness, and complex crises. Reference copies may be created for use by successor agency in the field, e.g. UNDP.		Office of the Resident Coordinator or OCHA Field Office

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.HUM004	Humanitarian Affairs: Coordination, partnership	P	A	Records include: locally-produced field coordination and support records relating to rapid deployment, surge capacity, search & rescue, natural disasters, environmental emergencies, complex emergencies. Special transfer: Reference copies may be created for use by successor agency in the field, eg UNDP . See also, PKO.HUM005.		Office of the Resident Coordinator or OCHA Field Office
PKO.HUM005	Humanitarian Affairs: Sectoral operations	P	A	Records include: locally-produced sectoral and cluster operations records such as meeting minutes, maps, etc. Office of record: Office of the Resident Coordinator or OCHA Field Office. Special transfer: Transfer records to UNOG Registry, Records and Archives Unit upon mission closure. Reference copies may be created for use by successor agency in the field, e.g. UNDP. See also, PKO.HUM004. For records relating to the incorporation of gender affairs into humanitarian affairs activities, see PKO.HRT004. For records relating to the incorporation of an HIV/AIDS programme into humanitarian affairs activities, see PKO.HUM006.		
PKO.HUM006	Humanitarian Affairs: Outreach: HIV/AIDS	C + 3; T	D	Records include: programme records relating to HIV/AIDS outreach to local populations. T = mission closure. For HIV/AIDS outreach to mission personnel, see PKO.HRM.		Mission Office of HIV/AIDS Officer/Adviser
PKO.HUM007	Humanitarian Affairs: Outreach: mine victim assistance	C + 3; T	D	Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure. See also: pKO.MIN.		Mine Action Coordination Centre
INM	Information Management			Records that pertain to document, records, archives, information, content and knowledge management in field missions. Records that deal with hardware, software, communication systems, information technology and software development and use in field missions. Records relating to cartography and geography, including maps and geo-databases. • Communications & IT asset management: See PRP		
PKO.INM001	Information Management: Policy, procedure, best practice	P	A	Records include: locally-produced policy and procedure. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission General Services Section
PKO.INM002	Information Management: Reporting to UNHQ	P	A	Records include: reports relating to information management activities.		Office of the DMS/CMS or business unit at operational level

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.INM003	Information Management: Records management: filing of records	P	A	Records include: locally-amended or produced file classification schemes. Special transfer: Transfer to UNHQ latest versions only.		Mission Registry/Archives, Mail and Pouch Unit
PKO.INM004	Information Management: Records management: disposition of records	C + 5; T	D	Records include: disposal authorizations; intra-mission file transfer requests with file lists; completed ARMS forms RMS34 and RMS36.A documenting transfers to UNHQ. T = mission closure.		Mission Registry/Archives, Mail and Pouch Unit
PKO.INM005	Information Management: Records management: disposition of records: retention scheduling	P	A	Records include: locally-amended, ARMS-approved retention schedules.		Mission Registry/Archives, Mail and Pouch Unit
PKO.INM006	Information Management: Records management: registry access control	C + 3; T	D	Includes: researcher confidentiality agreements, section chief permissions to use the registry. T = mission closure.		Mission Registry/Archives, Mail and Pouch Unit
PKO.INM007	Information Management: Records management: disaster recovery	P	A	Records include: vital records list, disaster recovery plan. Special transfer: Transfer to UNHQ latest versions only.	V	Mission Registry/Archives, Mail and Pouch Unit
PKO.INM008	Information Management: Mail and pouch management	C + 3; T	D	Records include: correspondence distribution lists, damaged shipment reports. T = mission closure.		Mission Registry/Archives, Mail and Pouch Unit
PKO.INM009	Information Management: Cartography & GI management	P	A	Records include: geo-database of mission area; softcopy geo-database outputs such as maps. Special transfer: Regularly transfer back-up of geo-database and softcopy outputs to UNHQ Cartographic Section via UNLB GIS Centre. Special transfer: Upon mission closure, provide copy of geo-database and relevant softcopy outputs to the host country, UNHQ Cartographic Section (and UNLB GIS Centre), and the lead UN agency on the ground (e.g. UNDP, OCHA, etc.). Note: All hardcopy outputs and reference materials may be destroyed in the field at mission closure.		Mission Joint Geographic Information Unit/Section

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.INM010	Information Management: IT systems development and operation: general	C + 5; T	D	Records include: records related to the development of information management applications in the field, including those used to monitor/manage inmate populations; records related to UN-developed applications currently in use. T = mission closure.	V	Mission Communications and Information Technology Section
PKO.INM011	Information Management: IT systems development and operation: disaster recovery	C + 5; T	D	Records include: records relating to actions taken in disaster recovery events. T = mission closure.		Mission Communications and Information Technology Section
PKO.INM012	Information Management: Communications service provision	C + 2	D	Records include: telephone bills for field mission offices.		Mission Communications and Information Technology Section
PKO.INM013	Information Management: Communications systems development and operation	C + 5; T	D	Records include: requests for network access, network drawings, records relating to network design, requests for frequencies, frequency approvals, user accounts, work orders for pagers, radios, and satellite communications. T = mission closure.		Mission Communications and Information Technology Section
PKO.INM014	Information Management: Secure communications operation	C + 5; T	D	Records include: chronological file of incoming and outgoing code cables (cryptofaxes). Retention justification: This record series applies only to non-record copies of code cables and cryptofaxes maintained by the Mission Communications and Information Technology Section. The office of record for code cables is the creator/collector of the record (i.e. the Office of the HoM). The creator/collector should file these communications with other business records born from the same activity (e.g. staff travel), and dispose or archive based on the appropriate PORS schedule. Special note: UNHQ DM/OCSS/ITSD/CSS/VMS maintains a complete set of incoming and outgoing secure communications. T = mission closure.		
PKO.INM015	Information Management: Fax operation	C + 5; T	D	Records include: chronological file of incoming and outgoing faxes. Retention justification: This record series applies only to non-record copies of faxes maintained by the Mission Communications and Information Technology Section. The creator/collector of the fax should file these communications with other business records born from the same activity (e.g. staff travel), and dispose or archive based on the appropriate PORS schedule. For cryptofaxes, see PKO.INM014. T = mission closure.		
JDL	Judicial and Legal Systems			Records relating to the establishment and bolstering of judiciary structures to strengthen the rule of law.		

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.JDL001	Judicial and Legal Systems: Policy, procedure, best practice	P	A	Records include: mission-produced guidelines, manuals, standard operating procedures (SOPs). Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Judiciary Component
PKO.JDL002	Judicial and Legal Systems: Reporting to UNHQ	P	A	Records include: field mission's weekly, quarterly and annual reports.		Mission Judiciary Component or Office of the HoM
PKO.JDL003	Judicial and Legal Systems: Planning, strategy	P	A	Records include: Judiciary Component planning records such as concept of operations, terms of reference, work plans.		Mission Judiciary Component
PKO.JDL004	Judicial and Legal Systems: Coordination, partnership (1)	P	A	Records include: records relating to the coordination of assistance programmes in the justice sector; proposals, strategies, terms of reference for coordination group.		Mission Judiciary Component
PKO.JDL005	Judicial and Legal Systems: Coordination, partnership (2)	C + 5; T	D	Records include: coordination group meeting minutes. T = mission closure.		Mission Judiciary Component
PKO.JDL006	Judicial and Legal Systems: Monitoring, reporting	P	A	Records include: legal system monitoring reports, criminal justice data, court system data.		Mission Judiciary Component
PKO.JDL007	Judicial and Legal Systems: Reference	S; T	D	Records include: constitutions, laws and regulations of the host country; translations of constitutions, laws and regulations. T = mission closure.		Mission Judiciary Component
PKO.JDL008	Judicial and Legal Systems: Capacity building: institutions	P	A	Records include: policy and procedure developed for national governments, such as case tracking procedures, ombudsman procedures.		Mission Judiciary Component
PKO.JDL009	Judicial and Legal Systems: Capacity building: individuals	P	A	Records include: training materials for nationals in judicial matters.		Mission Judiciary Component
PKO.JDL010	Judicial and Legal Systems: Legislative reform	P	A	Records include: records related to the development of constitutions, laws and regulations.		Mission Judiciary Component
PKO.JDL011	Judicial and Legal Systems: Judicial administration	P	A	Records include: records relating to judicial administration activities in the field.		Mission Judiciary Component
LAE	Law Enforcement			Records relating to the provision and management of police and related activities in peacekeeping missions; rotation of formed police units; training materials for local police services in mission areas. <ul style="list-style-type: none"> • Records relating to recruitment/secondment and travel of individual field personnel: See HRM • Records relating to travel of formed police units: See MOV • Training records for UN-seconded police and formed police units: See HRM 		

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.LAE001	Law Enforcement: Policy, procedure, best practice	P	A	Records include: locally-produced guidelines, manuals, standard operating procedures (SOPs) for UN formed police units and individually seconded personnel. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded. For policy and guidance for local police service see PKO.LAE007.		Office of the Police Commissioner
PKO.LAE002	Law Enforcement: Reporting to UNHQ	P	A	Records include: periodic reports, daily operations logs, daily patrols, flash reports, police commissioners' end of duty reports. File closure: Close annually 31 December. Reports on police activities in the field are addressed to the Office of the HoM or DHoM through the Police Commissioner. Reports are then forwarded from the Office of the HoM or DSRSG to UNHQ DPKO/ORoLSI/PD.		Office of the HoM, DSRSG, or Office of the Police Commissioner
PKO.LAE003	Law Enforcement: Planning, strategy	C + 15	D	Records include: locally-produced planning and strategy records.		Office of the Police Commissioner
PKO.LAE004	Law Enforcement: Coordination, partnership	P	A	Records include: records documenting field mission police coordination with Interpol and other international and national crime prevention organizations.		Office of the Police Commissioner
PKO.LAE005	Law Enforcement: Local police administration: general	P	A	Records include: records relating to the protection of property and lives, records related to the investigation of crime and criminality; records relating to the handover of policing authority to the national government.		Office of the Police Commissioner
PKO.LAE006	Law Enforcement: Local police administration: investigation of local police service	P	A	Records include: non-compliance reports issued against police officials, de-certification warnings, copies of HoM's correspondence to the Ministry of the Interior; copies of Ministry of the Interior's reply; advice from UNHQ DPKO/ORoLSI/PD. For investigation of UN individually recruited police or member of a formed police unit, see PKO.OVE, PKO.HRM, and PKO.SEC.		Office of the Police Commissioner
PKO.LAE007	Law Enforcement: Capacity building: institutions	P	A	Records include: directives, regulations, interpretations of UNHQ-developed policies for use by local police service.		Office of the Police Commissioner
PKO.LAE008	Law Enforcement: Capacity building: individuals	P	A	Records include: records relating to advising, training, and mentoring of local police service in policing skills, police administration, and financial management. For training of UN formed police units and individually seconded personnel, see PKO.HRM.		Office of the Police Commissioner
LEG	Legal			Records relating to field mission and HQ legal matters and agreements, including letters of assist and memoranda of understanding, regardless of topic. • Peace and cease-fire agreements between conflicting parties: See POL • Contracts: See PRO		

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PKO.LEG001	Legal: Policy, procedure, best practice	P	A	Records include: locally-produced policy and procedure relating to Legal activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the HoM
PKO.LEG002	Legal: Reporting to UNHQ	P	A	Records include: reports relating to legal activities.		Office of the HoM and UNHQ DPKO/OUSG
PKO.LEG003	Legal: Legal agreements development and review	P	A	Records include: status of forces agreements (SOFAs), status of mission agreements (SOMAs), letters of assist (LOAs), memoranda of understanding (MOUs), rules of engagement.		Office of the HoM
MAT	Management and Integration			Records having broad application across three or more UN business functions (e.g. administrative policies); records relating to the integration of 3 or more UN business functions (e.g. records relating to a peacekeeping mission's Joint Operations Centre); records relating to the supervision of and responsibility for increasing the performance of others, allocating labour material and capital to produce a high return, and decision-making. • Use HRM for personnel-related records		
PKO.MAT001	Management and Integration: Policy, procedure, best practice	P	A	Records include: field mission-authored policies and guidelines for the management of a specific peacekeeping mission. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the HoM
PKO.MAT002	Management and Integration: Reporting to UNHQ	P	A	Reports include: HoM end of assignment reports, mission situation reports, flash reports. Special transfer: Transfer also to UNHQ DPKO/DPET/PBPS for inclusion on the DPKO Intranet. For NOTICAS, see PKO.HRM002. Note on code cables: a complete set of code cables is maintained by UNHQ DM/ITSD/VMS; code cables maintained in the mission are to be filed with other records born from the same activity, thereby adopting the retention value of said activity.		Office of the HoM and UNHQ DPKO/OUSG
PKO.MAT003	Management and Integration: Planning, strategy: mission implementation planning	P	A	Records include: records relating to the Integrated Mission Planning Team, Final Mission Plan. File closure: Close upon adoption of finalized mission plan by the mission and its endorsement by the UN Country Team. Refer to PKO.BUD003 for retention guidance on IMTF's first draft mission budget plan, draft mission budget.		Office of the HoM and UNHQ DPKO/OUSG
PKO.MAT004	Management and Integration: Planning, strategy: mission continuation planning	P	A	Records include: periodic reviews of the mission plan, monitoring records, and updates to the plan. File closure: Close upon decision to reconfigure the mission or develop a mission exit strategy.		Mission Office of the HoM and UNHQ DPKO/OUSG

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PKO.MAT005	Management and Integration: Planning, strategy: mission transition and exit planning	P	A	Records include: revised USG DPKO's planning directive, report of the SG, revised mission plan, revised HoM directive. File closure: Close upon finalization of HoM directive and mission plan.		Office of the HoM and UNHQ DPKO/OUSG
PKO.MAT006	Management and Integration: Business process improvement & reform	C + 5	D	Records include: records relating to analysis and re-engineering of business processes; reform of peacekeeping mission business.		Office of the HoM
PKO.MAT007	Management and Integration: Business continuity management	C + 10	D	Records include: locally-produced contingency plans from a managerial perspective; delegations of authority in crisis mode. For disaster recovery from the IT perspective, see INM. For disaster recover from the records management perspective, see INM. For safety crises, see SAF. For security crises, see SEC.	V	Office of the HoM
PKO.MAT008	Management and Integration: Delegation of authority	T + 10	D	Record include: delegations of authority; controller's designation of officers approved and certified to make financial decisions regarding peacekeeping missions; Controller's designation of signatories. T = mission liquidation.	V	Various
MIL	Military			Records relating to the provision and management of military and related activities in peacekeeping missions; rotation of military contingents; military-civil coordination. • Records relating to recruitment/secondment and travel of individual field personnel: See HRM • Records relating to travel of military contingents: See MOV • Training records: See HRM		
PKO.MIL001	Military: Policy, procedure, best practice	P	A	Records include: concept of operations, Force Commander's plans for concept of operations, Force Commander's directives, mission mandates. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the Head of Military Component (HoMC)
PKO.MIL002	Military: Reporting to UNHQ	P	A	Records include: Force Commander's end of assignment report, 6-month reports. For NOTICAS, see PKO.HRM002. For mission situation reports, see PKO.MAT002.		Office of the HoMC
PKO.MIL003	Military: Monitoring, reporting	C + 3; T	D	Records include: daily and monthly monitoring reports, patrol reports, reports incorporated into DMS/CMS monthly reports. T = mission closure.		Office of the HoMC

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PKO.MIL004	Military: Operations: routine	C + 1; T	D	Records include: operational orders and related records for routine tasks such as military escort, administrative escort, military presence; also certain UNMO monitoring and mediation records, as determined by the Office of the HoMC. T = mission closure.		Office of the HoMC
PKO.MIL005	Military: Operations: significant	P	A	Records include: operational orders, special operations reports, and related records for tasks with a significant outcome, positive or negative, as determined by the Office of the HoMC; also certain UNMO monitoring and mediation records, as determined by the Office of the HoMC.		Office of the HoMC
PKO.MIL006	Military: Analysis of events: routine	T	D	Records include: analysis of routine events to better prepare the Office of the HoMC in planning and decision-making. T = mission closure.		Office of the HoMC
PKO.MIL007	Military: Analysis of events: significant	P	A	Records include: analysis of events with a significant outcome, positive or negative, as determined by the Office of the HoMC.		Office of the HoMC
MIN	Mine Action			Records that deal with the administration and coordination of mine action activities.		
PKO.MIN001	Mine Action: Policy, procedure, best practice	P	A	Records include: policy, procedure, best practice records such as national technical safety guidelines, mission technical safety guidelines. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mine Action Coordination Centre
PKO.MIN002	Mine Action: Reporting to UNHQ	P	A	Records include: reports relating to mine action activities sent to DPKO/OROLSI/MAS via UNOPS.		Mine Action Coordination Centre
PKO.MIN003	Mine Action: Planning, strategy	C + 3; T	D	Records include: assessment and survey records; records relating to the establishment of a Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure. T = mission closure.		Mine Action Coordination Centre
PKO.MIN004	Mine Action: Coordination, partnership	C + 3; T	D	Records include: coordination of mine-action activities in the field with UN and non-UN agencies. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure. T = mission closure.		Mine Action Coordination Centre
PKO.MIN005	Mine Action: Mine survey, marking, and clearance	C + 3; T	D	Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure. T = mission closure.		Mine Action Coordination Centre
PKO.MIN006	Mine Action: Stockpile destruction	C + 3; T	D	Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure. T = mission closure.		Mine Action Coordination Centre

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PKO.MIN007	Mine Action: Capacity building: individuals	T + 5	D	Records include: locally-produced training materials for local populations. Special transfer: To facilitate continuity of mine action activities, copies of certain records may be provided to a support agency (e.g. UNDP) upon mission closure. T = mission closure.		Mine Action Coordination Centre
MOV	Movement and Transport			Records relating to movement of equipment, military contingents, and formed police units within and to/from peacekeeping missions; records relating to the movement of all personnel and equipment inside a mission area. • For travel of individuals to and from mission area, see HRM • For transport safety, see SAF		
PKO.MOV001	Movement and Transport: Policy, procedure, best practice	P	A	Records include: locally-produced policy and procedure relating to movement and transport activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Integrated Support Services
PKO.MOV002	Movement and Transport: Reporting to UNHQ	P	A	Records include: reports relating to movement and transport activities, including carriers performance reports and LoA performance reports.		Mission Integrated Support Services or Office of the DMS/CMS
PKO.MOV003	Movement and Transport: Air transport: aircraft inspection	C + 3; T	D	Records include: inspection reports; maintenance records supplied by air operators. T = mission closure.		Mission Air Transport Section
PKO.MOV004	Movement and Transport: Air transport: flight operation: monthly	C + 3; T	D	Records include: manifests, landing clearance records, monthly flight schedules, actual daily flight schedules. T = mission closure.		Mission Air Transport Section
PKO.MOV005	Movement and Transport: Air transport: flight operation: non-scheduled	T + 2	D	Records include: non-scheduled (i.e. special) flight requests. T = mission closure.		Mission Air Transport Section
PKO.MOV006	Movement and Transport: Air transport: aircraft use	T + 2	D	Records include: non-record copies of aircraft use reports. Filing practice: originals maintained by UNHQ Air Transport Section for processing of payment to air operators/contractors. T = mission closure.		DFS/LSD/TMS/ATS
PKO.MOV007	Movement and Transport: Movement control/shipping	C + 2	D	Records include: movement plans, transport schedules, bills of lading, customs records, shipping notifications, container tracking records; records relating to movement of UNOE, COE, etc.; records relating to contingent/FPU movement within mission area.		Mission Movement Control, Aviation, Traffic or Shipping Section

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PKO.MOV008	Movement and Transport: Surface transport: vehicle maintenance	C + 2; T	D	Records include: vehicle maintenance history records. File closure: Close file annually on 31 December. T = mission closure.		Mission Surface Transport Section
PKO.MOV009	Movement and Transport: Surface transport: surface operations	C + 2; T	D	Records include: vehicle allocation records, vehicle inventory records, vehicle logs, vehicle daily dispatch records, mileage reports, trip tickets, vehicle statistics, meeting minutes of the Vehicle Establishment Committee, records of the Force Vehicle Inventory Unit (FVIU). File closure: Close file annually on 31 December. T = mission closure.		Mission Surface Transport Section
PKO.MOV010	Movement and Transport: Surface transport: licencing of drivers	T + 1	D	Records include: drivers' files (containing driver examination, photocopy of driver's licence, etc.). T = staff separation from mission or mission closure.		Mission Surface Transport Section
OVE	Oversight			Records dealing with the review of the administrative and substantive work of field missions. Activities include Board of Inquiry case work, OIOS investigation, and internal and external auditing. <ul style="list-style-type: none"> • Records relating to investigations of local police service: See LAE • Records relating to investigations of local, non-UN-related crime where the UN has executive law enforcement functions: See LAE • Records relating to UN staff disciplinary matters not resulting in a formal investigation: See HRM 		
PKO.OVE001	Oversight: Policy, procedure, best practice	P	A	Records include: locally-produced policies and standard operating procedures relating to audit, oversight, evaluation and investigation. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the DMS/CMS
PKO.OVE002	Oversight: Reporting to UNHQ	P	A	Records include: reports relating to audit, oversight, evaluation, and investigation.		Office of the DMS/CMS
PKO.OVE003	Oversight: Audit: external audit	T + 4	D	Records include: administrative files relating to the work of the Board of Auditors. T = resolution of issues raised in audit. Special transfer: At mission closure, an additional copy of each outstanding* case file should be prepared and forwarded to UNHQ DFS/FBFD/Liquidation Unit, per DFS Liquidation Manual Section 7.5. *any audit observation that has not been implemented or has not been accepted by the auditors as having been properly executed.		Office of the DMS/CMS and Secretariat of the Board of Auditors, UNHQ

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PKO.OVE004	Oversight: Audit: internal audit	T + 15	D	Records include: case files. T = resolution of issues raised in audit. Special transfer: At mission closure, an additional copy of each outstanding* case file should be prepared and forwarded to UNHQ DFS/FBFD/Liquidation Unit, per DFS Liquidation Manual Section 7.5. *any audit observation that has not been implemented or has not been accepted by the auditors as having been properly executed.		Mission Office of the Resident Auditor. UNHQ OIOS/IAD only maintains reference copies of select records.
PKO.OVE005	Oversight: Investigation: case management	P	A	Records include: hard copies of case files (including print-outs from OIOS' ICMS database) relating to the administrative investigation of violations of UN rules and regulations. Special transfer: Transfer records to UNOV OIOS/ID.	V	Mission Office of the Resident Investigator
PKO.OVE006	Oversight: Investigation: evidence gathering	P	A	Records include: forensic evidence relating to the administrative investigation of violations of UN rules and regulations. Special transfer: Transfer records to UNOV OIOS/ID.	V	Mission Office of the Resident Investigator
PKO.OVE007	Oversight: Inquiry: Boards of Inquiry	T	D	Records include: non-record copies of case files and final reports to UNHQ with supporting documentation such as: witness statements, medical reports, damage/discrepancy reports, technical inspection reports, incident scene sketches, maps, photographs, notifications of casualties (NOTICAS), shooting reports (SHOOTREP), significant incident reports (SINCREP). Special transfer: Send original BOI case file to DFS/OUSG for review and action. T = mission closure.	V	UNHQ DFS/OASG/BOI Team
PKO.OVE008	Oversight: Evaluation	C + 15	D	Records include: programme and mission monitoring evaluation records, including mandatory internal evaluations (self-assessments) and discretionary internal evaluations (self-evaluation); evaluations of mission military components and formed police units. For monitoring and evaluation of contracted service providers in the field:, see PKO.PRO. For monitoring and verification of TCC-provided equipment and services, see PKO.PRP and PKO.MOV.		Mission OIOS representative and/or programme or mission manager
POL	Political Affairs			Records that deal with the dynamics of armed conflict, including activities to help resolve them through peaceful processes, such as negotiation processes and good offices.		
PKO.POL001	Political Affairs: Policy, procedure, best practice	P	A	Records include: mission-authored policy and procedure relating to political affairs activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the HoM
PKO.POL002	Political Affairs: Reporting to UNHQ	P	A	Records include: monthly, weekly and daily reports relating to political affairs; situation reports (SitReps) and special incident reports (flash reports).		Office of the HoM
PKO.POL003	Political Affairs: Planning, strategy	P	A	Records include: mission-authored strategy. File closure: Close file annually 31 December.		Office of the HoM

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PKO.POL004	Political Affairs: Coordination, partnership: establishing and maintaining contacts	T + 3	D	Records include: records relating to the establishment and maintenance of political relations between the mission and governmental, diplomatic, and other agencies (e.g. media and civil society groups). T = mission closure.		Office of the HoM
PKO.POL005	Political Affairs: Coordination, partnership: discussion and negotiation	P	A	Records include: minutes and records of HoM meetings with agencies; records relating to peace talks; peace and cease-fire agreements. For agreements, see PKO.LEG003.		Office of the HoM
PKO.POL006	Political Affairs: Monitoring, reporting: monitoring of political developments	C + 10	D	File closure: Close file annually 31 December. See also, PKO.PIN008.		Office of the HoM
PKO.POL007	Political Affairs: Monitoring, reporting: situation and political analysis	P	A	Records include: records relating to peace process and parties, political activity; institutions and actors analysis; social, economic and political conditions; and early warning indicator development and monitoring. File closure: Close file annually 31 December. See also, PKO.PUC007.		Office of the HoM
PKO.POL008	Political Affairs: Reference	C + 3; T	D	Documents include: documents and other collected materials used for reference purposes only. Include here publicly-available UN and non-UN documents, journals, Web site captures, newspapers, etc.		N/A
PRC	Prisons and Corrections Services			Records relating to the establishment and bolstering corrections structures to strengthen the rule of law.		
PKO.PRC001	Prisons and Corrections Services: Policy, procedure, best practice	P	A	Records include: mission-produced guidelines, manuals. standard operating procedures (SOPs). Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Corrections Component
PKO.PRC002	Prisons and Corrections Services: Reporting to UNHQ	P	A	Records include: field mission's weekly, quarterly and annual reports.		Office of the HoM or Mission Corrections Component
PKO.PRC003	Prisons and Corrections Services: Planning, strategy (1)	P	A	Records include: Corrections Component planning records such as program plans, assessment checklists, formal evaluation procedures, concept of operations, blank forms.		Mission Corrections Component
PKO.PRC004	Prisons and Corrections Services: Planning, strategy (2)	C + 2; T	D	Records include: Corrections Component planning records such as completed forms. T = mission closure.		Mission Corrections Component

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PKO.PRC005	Prisons and Corrections Services: Coordination, partnership (1)	P	A	Records include: records relating to the coordination of assistance programmes; programme frameworks.		Mission Corrections Component
PKO.PRC006	Prisons and Corrections Services: Coordination, partnership (2)	C + 5; T	D	Records include: coordination group meeting minutes. T = mission closure.		Mission Corrections Component
PKO.PRC007	Prisons and Corrections Services: Prison administration (1)	P	A	Records include: records relating to the recruitment and vetting of local corrections personnel; blank forms.		Mission Corrections Component
PKO.PRC008	Prisons and Corrections Services: Prison administration (2)	C + 2; T	D	Records include: completed forms relating to the recruitment and vetting of local corrections personnel. T = mission closure.		Mission Corrections Component
PKO.PRC009	Prisons and Corrections Services: Prisoner reintegration (1)	P	A	Records include: guidelines, policies, procedures, blank forms, and other records relating to assisting in developing parole, probation, social, educational and work-training programmes for the reintegration of prisoners into society.		Mission Corrections Component
PKO.PRC010	Prisons and Corrections Services: Prisoner reintegration (2)	C + 2; T	D	Records include: completed forms relating to assisting in developing parole, probation, social, educational and work-training programmes for the reintegration of prisoners into society. T = mission closure.		Mission Corrections Component
PKO.PRC011	Prisons and Corrections Services: Capacity building: individuals (1)	P	A	Records include: training framework records such as manuals, blank forms, blank examinations, policies and procedures.		Mission Corrections Component
PKO.PRC012	Prisons and Corrections Services: Capacity building: individuals (2)	C + 2; T	D	Records include: completed forms, completed examinations. T = mission closure.		Mission Corrections Component
PKO.PRC013	Prisons and Corrections Services: Capacity building: infrastructure	P	A	Records include: plans, proposals and costings relating to the upgrading of prison infrastructure.		Mission Corrections Component
PKO.PRC014	Prisons and Corrections Services: Capacity building: institutions: mentoring and advising (1)	P	A	Records include: records relating to the mentoring and advising local corrections personnel to develop institutional capacity; mentoring plans, blank work forms, guidelines.		Mission Corrections Component

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PKO.PRC015	Prisons and Corrections Services: Capacity building: institutions: mentoring and advising (2)	C + 2; T	D	Records include: completed work forms relating to the mentoring and advising local corrections personnel to develop institutional capacity. T = mission closure.		Mission Corrections Component
PKO.PRC016	Prisons and Corrections Services: Capacity building: institutions: systems and procedures (1)	P	A	Records include: records relating to developing systems, procedures and guidelines for the operation of national corrections systems; policy and procedure manuals, guidelines, blank forms.		Mission Corrections Component
PKO.PRC017	Prisons and Corrections Services: Capacity building: institutions: systems and procedures (2)	C + 2; T	D	Records include: completed forms relating to developing systems, procedures and guidelines for the operation of national corrections systems. T = mission closure.		Mission Corrections Component
PKO.PRC018	Prisons and Corrections Services: Capacity building: institutions: training capacity	P	A	Records include: training programs and guidelines relating to the developing of national training capacity.		Mission Corrections Component
PRO	Procurement and Contracts Management			Procurement cases, including contracts, purchase orders, requests for proposals, and vendor registration files.		
PKO.PRO001	Procurement and Contracts Management: Policy, procedure, best practice	T	D	Records include: non-record copies of procurement policy and procedure. T = mission closure.		UNHQ DM/OCSS/PS
PKO.PRO002	Procurement and Contracts Management: Reporting to UNHQ	C + 3; T	D	Records include: ad hoc reports relating to procurement activities in the field. T = mission closure.		UNHQ DM/OCSS/PS
PKO.PRO003	Procurement and Contracts Management: Bids, proposals, quotations: tendering	T + 15	D	Records include: tender opening meeting minutes, tender opening abstracts. Filing practice: Original tender opening records are filed separately. Copies of relevant tender opening records are collocated with contract/purchase order. T = conclusion of bid process or bidder chosen.		Mission Procurement Section
PKO.PRO004	Procurement and Contracts Management: Bids, proposals, quotations: cancelled requisitions	T + 15	D	Filing practice: A list of vendors who have submitted unsuccessful bids, proposals or quotations at the time of cancellation should be kept in the relevant procurement case file. T = cancellation.		Mission Procurement Section

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PKO.PRO005	Procurement and Contracts Management: Bids, proposals, quotations: unsuccessful bids, proposals, quotations	T + 15	D	T = conclusion of bid process or bidder chosen.		Mission Procurement Section
PKO.PRO006	Procurement and Contracts Management: Bids, proposals, quotations for cancelled ITBs, RFPs and RFQs	T + 15	D	T = cancellation.		Mission Procurement Section
PKO.PRO007	Procurement and Contracts Management: Contracting: advice: Local Committee on Contracts	T + 15	D	Records include: Local Committee on Contracts meeting minutes and presentations. T = completion/cancellation of procurement.		Office of the DMS/CMS (Secretary of the Local Committee on Contracts)
PKO.PRO008	Procurement and Contracts Management: Contracting: advice: Headquarters Committee on Contracts	T + 15	D	Records include: non-record copies of Headquarters Committee on Contracts meeting minutes. Filing practice: This record series corresponds to HCC meeting minutes not filed in contract/purchase order case files. T = completion/cancellation of procurement.		Secretariat of the Headquarters Committee on Contracts, UNHQ
PKO.PRO009	Procurement and Contracts Management: Contracting: management	T + 15	D	Records include: Key procurement file containing the signed contract (contracts, leases, institutional and corporate agreements); approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; HCC/LCC presentations and minutes; Comptroller's approval; Statement of Award and procurement correspondence T = Contract/lease completed/cancelled and all charges, issues, claims settled.		Mission Procurement Section
PKO.PRO010	Procurement and Contracts Management: Contracting: purchase orders	T + 15	D	Records include: Key procurement file containing authorized purchase orders; approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; HCC/LCC presentations and minutes; Comptroller's approval; Statement of Award and procurement correspondence T = purchase order expires, purchase completed.		Mission Procurement Section
PKO.PRO011	Procurement and Contracts Management: Vendor registration: approved vendor files	C + 6	D			Mission Procurement Section

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PKO.PRO012	Procurement and Contracts Management: Vendor registration: unsuccessful vendor files	C + 15	D			Mission Procurement Section
PRP	Property Management			Records relating to the deployment, rotation, replenishment, inventory, write-off, and transfer of UN-owned and contingent-owned equipment in peacekeeping missions. • Requisition of supplies and services through the mission procurement section: See PRO • Letters of Assist: See LEG		
PKO.PRP001	Property Management: Policy, procedure, best practice	P	A	Records include: locally-produced policy and procedure relating to property management activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Integrated Support Services
PKO.PRP002	Property Management: Reporting to UNHQ	P	A	Records include: reports relating to property management activities, including carriers performance reports and LoA performance reports.		Mission Integrated Support Services or Office of the DMS/CMS
PKO.PRP003	Property Management: Stock management	C + 3; T	D	Records include: records relating to the warehousing of mission supplies, care and storage of materiel. See also: pKO.PRP - Property management and PKO.PRP - Property control. T = mission closure.		Mission Supply Section
PKO.PRP004	Property Management: Property control: annual inventory	T + 2	D	Records include: non-record copies of annual inventories. T = mission closure.		UNHQ DFS/FPD/LSD & DM/OPPBA
PKO.PRP005	Property Management: issue of property	T + 2	D	Records include: issue vouchers, authority to release vouchers. File closure: Close upon final signature. T = mission closure.		Corresponding mission self-accounting unit
PKO.PRP006	Property Management: handover of property: general	T + 2	D	Records include: handover vouchers. File closure: Close upon final signature. T = mission closure.		Corresponding mission self-accounting unit
PKO.PRP007	Property Management: handover of property: donation to host country	T + 6	D	Records include: donation handover vouchers. T = mission closure.		Mission Property Control and Inventory Unit

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PKO.PRP008	Property Management: return of property	T + 2	D	Records include: return stores vouchers. File closure: Close upon final signature. T = mission closure.		Mission self-accounting unit
PKO.PRP009	Property Management: write-off request maintenance	C + 2; T	D	Records include: security incident reports, PCC condemnation certificates. T = mission closure.		Mission self-accounting unit managing the request
PKO.PRP010	Property Management: Property survey: write-off requests rejected by Property Survey Officer	C + 1; T	D	Records include: Asset Managers' write-off requests and asset lists. File closure: Close file upon rejection. Retention justification: A new request must be submitted upon rejection; appeal based on request at hand is not permitted. T = mission closure.		Corresponding mission self-accounting unit
PKO.PRP011	Property Management: Property survey: write-off requests rejected by LPSB or CAO/DOA	C + 2; T	D	Records include: Survey Team's Physical Verification records; Asset Managers' write-off requests and asset lists. File closure: Close file upon rejection. Retention justification: A new case must be filed upon rejection; appeal based on case file at hand is not permitted. Filing practice: Records for approved cases are added to AW, A (PKO.PRP012), or SB files (PKO.PRP013). T = mission closure.		Mission General Services Section, Claims Unit (Property Survey Officer)
PKO.PRP012	Property Management: Property survey: processing of accepted write-off requests	T + 3	D	Records include: property survey AW case records (DMS/CMS decision); LPSB meeting minutes with attached A case records. T = physical disposal of assets and after asset records have been deleted from mission inventory.		Office of the DMS/CMS (AW cases); Mission LPSB (A cases)
PKO.PRP013	Property Management: Property survey: solicitation of HPSB recommendation	T + 3	D	Records include: non-record copies of SB case files. T = physical disposal of assets and after asset records have been deleted from mission inventory.		Office of record changes from Mission LPSB to UNHQ HPSB upon the latter's receipt of SB case files LPSB retains non-record copies of SB case files

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Records with a total retention of less than 3 years should be retained in offices and may not be sent to mission records storage

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.PRP014	Property Management: Receiving and inspection	T + 2	D	Records include: receiving and inspection reports, damage discrepancy reports (DDR). Filing practice: receiving and inspection reports maintained by the Mission Finance Section are attached to the corresponding voucher and thus adopt the voucher's retention requirements. T = approval of mission self-accounting unit.		Mission Receiving and Inspection Unit (where no payment is involved, such as inter-mission transactions); Mission Finance Section (where payment is involved, such as procurement of goods)
PKO.PRP015	Property Management: Equipment maintenance	C + 3; T	D	Records include: records relating to the service and maintenance of office property and equipment. T = mission closure. For maintenance of air and surface transport equipment, See PKO.MOV. For maintenance of facilities, See PKO.FEN.		Mission Engineering Section
PUC	Public Information and Communications			Records relating to the creation, management, and dissemination of materials that document, describe, and promote the field mission's work.		
PKO.PUC001	Public Information and Communications: Policy, procedure, best practice	P	A	Records include: Information Strategy (all phases), Concept of Operations (all phases). Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Public Information Component
PKO.PUC002	Public Information and Communications: Reporting to UNHQ	P	A	Records include: reports relating to external relations/public information activities.		Office of the HoM or Mission Public Information Component
PKO.PUC003	Public Information and Communications: Monitoring, reporting: news analysis	P	A	Records include: digests & analyses of media; media monitoring database.		Mission Public Information Component
PKO.PUC004	Public Information and Communications: Reference: news compilation and abstracting	C + 3; T	D	Records include: daily media monitors' reports/press reviews. T = mission closure.		Mission Public Information Component

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.PUC005	Public Information and Communications: Reference: public information from non-mission agencies	C + 3; T	D	Documents include: UN and non-UN press releases, Web site captures, video productions, media kits and other information products not produced by the mission itself. Retention justification: The items described above are not records; rather, they are publicly available documents produced by a 3rd party and thus should not be transferred to ARMS for storage. T = mission closure.		N/A
PKO.PUC006	Public Information and Communications: Publishing and broadcasting	P	A	Records include: radio programme scripts, television programme scripts, print information products.		Mission Public Information Component
PKO.PUC007	Public Information and Communications: Education	P	A	Records include: voter education programmes; mine-risk education and advocacy programmes. See also, PKO.CIV004. Special transfer: Transfer mine action records to a support agency (e.g. UNDP) upon mission closure; do not transfer to ARMS.		Mission Public Information Component or MACC
PKO.PUC008	Public Information and Communications: Protocol	C + 3; T	D	Records include: records relating to the hosting of visitors to the mission; congratulatory and thank you letters. T = mission closure.		Mission General Services Section
PKO.PUC009	Public Information and Communications: Media relations	P	A	Records include: transcripts of Spokesman's press briefings, press releases, interview transcripts.		Mission Public Information Component
PKO.PUC010	Public Information and Communications: Capacity building	P	A	Records include: training materials for local media development; substantive records relating to seminars, dialogue with local media, etc.		Mission Public Information Component
SAF	Safety Management			Records relating to peacekeeping mission safety programmes and practices, including physical, personnel and travel safety; investigations of safety incidents. • Administrative investigation of violations of UN rules and regulations: See OVE		
PKO.SAF001	Safety Management: Policy, procedure, best practice	P	A	Records include: locally-produced policy and procedure relating to safety activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the DMS/CMS
PKO.SAF002	Safety Management: Reporting to UNHQ	P	A	Records include: preliminary aircraft assessment reports, observed hazard reports, et al. For mission situation reports and flash reports, see PKH.MAT002. For NOTICAS, see PKH.HRM002.		Office of the DMS/CMS

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.SAF003	Safety Management: Planning, strategy	T + 5	D	Records include: risk assessments, plans, and accident prevention programme records relating to fire, surface transport, aviation and other occupational safety matters; Aviation Safety Council minutes and agenda; air safety occurrence briefs. T = assessment, plan, etc. is superseded.		Office of the DMS/CMS and UNHQ DFS/OUSG or DFS/LSD/ASU
PKO.SAF004	Safety Management: Investigation: incidents resulting in minor damage/loss: general	T + 5	D	Records include: non-Board of Inquiry case files documenting minor (as defined by the DPKO Field Administration Manual) damage/loss to the following: 1.) UN-owned property (excluding vehicles) 2.) contingent-owned equipment (COE) 3.) mission staff personal effects. T = completion of final report.		Office of the DMS/CMS
PKO.SAF005	Safety Management: Investigation: incidents resulting in minor damage/loss: UN vehicles	T + 5	D	Records include: non-Board of Inquiry case files documenting minor (as defined by the DPKO Field Administration Manual) damage/loss to UN vehicles. T = completion of final report.		Office of the DMS/CMS
PKO.SAF006	Safety Management: Investigation: incidents resulting in no damage/loss of property	T	D	Records include: attempted theft reports, reports of traffic offences resulting in no injury or damage. File closure: after completion of final report. T = mission closure.		Office of the DMS/CMS
PKO.SAF007	Safety Management: Crisis management	P	A	Records include: individual crisis case file folders.		Joint Operations Centre
SEC	Security Management			Records relating to peacekeeping mission security programmes and practices, including physical, personnel and travel security. investigations of security incidents. • Administrative investigation of violations of UN rules and regulations: See OVE • Emergency communications and notification systems: See INM		
PKO.SEC001	Security Management: Policy, guidance, best practice	P	A	Records include: locally-produced policy and procedure relating to security activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission Office of the Chief/Principal Security Adviser
PKO.SEC002	Security Management: Reporting to UNHQ	P	A	Records include: regular security reports to UNHQ. For situation reports, see PKH.POL002. For NOTICAS, see PKH.HRM002.		Office of the HoM
PKO.SEC003	Security Management: Planning, strategy	P	A	Records include: Mission Security Plan, Emergency MEDEVAC plan, Crises Management Plan, risk assessments, emergency communications network, Safe Haven Plan. For security agreements with non-UN agencies, see PKO.LEG003. Records may be sent to storage when superseded.		Office of the Chief/Principal Security Adviser

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.SEC004	Security Management: Investigation: incidents resulting in minor damage/loss: general	T + 5	D	Records include: non-Board of Inquiry case files documenting minor (as defined by the DPKO Field Administration Manual) damage/loss to the following: 1.) UN-owned property (excluding vehicles) 2.) contingent-owned equipment (COE) 3.) mission staff personal effects. T = completion of final report.		Office of the Chief/Principal Security Adviser or Office of the Force Commander
PKO.SEC005	Security Management: Investigation: incidents resulting in minor damage/loss: UN vehicles	T + 5	D	Records include: non-Board of Inquiry case files documenting minor (as defined by the DPKO Field Administration Manual) damage/loss to UN vehicles. T = completion of final report.		Office of the Chief/Principal Security Adviser or Office of the Force Commander
PKO.SEC006	Security Management: Investigation: incidents resulting in no damage/loss of property	T	D	Records include: attempted theft reports, reports of traffic offences resulting in no injury or damage. File closure: Close file upon completion of final report. T = mission closure.		Office of the Chief/Principal Security Adviser or Office of the Force Commander
PKO.SEC007	Security Management: Crisis management	P	A	Records include: individual crisis case file folders, such as abductions, attacks, evacuations.		Joint Operations Centre
PKO.SEC008	Security Management: Inventory of personal effects	T	D	Records include: staff personal effects inventories. T = staff member's separation from mission or mission closure.		Office of the DMS/CMS
PKO.SEC009	Security Management: Staff identification	C + 5; T	D	Records include: identification cards (including temporary cards for visitors), border crossing passes, entry passes for UN contractors. T = mission closure.		Office of the DMS/CMS
PKO.SEC010	Security Management: Staff tracking	C + 1; T	D	Records include: staff tracking data. T = mission closure.		Mission Security Operations Centre (SOC) or Equivalent
PKO.SEC011	Security Management: Surveillance	C + 2	D	Includes: surveillance camera logs.		Office of the Chief/Principal Security Adviser
SSR	Security Sector Reform			Records relating to security sector reform, including assessment, review and reform of the security sector and its institutions. For specific elements of security sector reform (e.g. prisons and corrections services), refer to that category (e.g. PRC).		
PKO.SSR001	Security Sector Reform: Policy, guidance, best practice	P	A	Records include: locally-produced policy, procedure, best practice documents relating to security sector reform. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Mission SSR Component

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Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKO.SSR002	Security Sector Reform: Reporting to UNHQ	P	A	Records include: monthly SSR reports to UNHQ.		Mission SSR Component
TRL	Translation and Interpretation			Records relating to the provision or receipt of translation and interpretation services.		
PKO.TRL001	Translation and Interpretation: Policy, procedure, best practice	P	A	Records include: policy and procedure relating to translation and interpretation services for mission components. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		Office of the DMS/CMS
PKO.TRL002	Translation and Interpretation: Reporting to UNHQ	C + 3; T	D	Records include: ad-hoc reports relating to translation and interpretation services in the field. T = mission closure.		Office of the DMS/CMS
PKO.TRL003	Translation and Interpretation: Service provision	C + 3; T	D	Records include: records relating to the provision of translation and interpretation services for mission components. File closure: Close annually 31 December. T = mission closure.		Office of the DMS/CMS
DMS	Office of the DMS/CMS			All records in the Office of the Director/Chief of Mission Support that relate to programmes and operations of the peacekeeping operation within the authority of the Office of the DMS/CMS.		
PKO-DMS001	Office of the DMS/CMS: Records	P	A	All records in the Office of the Director/Chief of Mission Support that relate to programmes and operations of the peacekeeping operation within the authority of the Office of the DMS/CMS must be transferred to ARMS at UNHQ before or upon expiration of a mission mandate. This includes records for which the DMS/CMS may not have daily primary responsibility, such as facilities management, procurement, etc. These records should be filed separately from records that relate to the routine administration of the Office of the DMS/CMS, such as time & attendance and travel records, and requisitions for services of the Office of the DMS/CMS. File closure: as instructed in the relevant PORS record series. The Office's routine administrative files are subject to standard PORS retention guidelines.		Office of the DMS/CMS
HOM	Office of the Head of Mission			All records in the Office of the HoM that relate to substantive programmes and operations of the peacekeeping operation within the authority of the Office of the HoM .		
PKO-HOM001	Office of the Head of Mission: Records	P	A	All records in the Office of the HoM that relate to substantive programmes and operations of the peacekeeping operation within the authority of the Office of the HoM must be transferred to ARMS at UNHQ before or upon expiration of a mission mandate. This includes records for which the HoM may not have daily primary responsibility, such as human rights, disarmament, justice, etc. These substantive records of the Office of the HoM should be filed separately from those relating to the routine administrative matters of the Office of the HoM, such as time and attendance and travel for staff or requisitions for services of the Office of the HoM. File closure: as instructed in the relevant PORS record series. The Office's routine administrative files are subject to standard PORS retention guidelines.		Office of the HoM